CENTENNIAL COLLEGE

PRINTING
FOR THE
FIRST TIME?

IT'S SIMPLE → Follow these 4 easy steps

STEP 1
Set up your network password

- User name: Your student number
- Password: YYYYMMDD@Cencol (YYYYMMDD is your date of birth. For example, January 20, 1992 would be 19920120@Cencol)
- ▸ The new password you create must be 10 digits long and have at least one of each: uppercase, lowercase, number, and symbol (#*/?$!@)

STEP 2
Add money to your myCard

- Credit card: online at mycard.centennialcollege.ca
- Cash: in person at the campus bookstore ($5 minimum, must have card with you)

STEP 3
Send your document to the printer

- ▸ Click on the "Print" option. Ensure that the "Centennial Global" or global printer for your campus is selected (for example, "Progress Global").
- ▸ Verify your settings (number of copies, single- or double-sided, page size and orientation), then click "Print" to confirm.
- ▸ A status screen will appear to tell you that your print job has been queued for delivery

STEP 4
Associate your myCard with the printer

- Find a printer and tap your myCard to the sensor
- A message will say "Your card is not known to the system. Press next to associate your card with an account."
- Sign in to printer using computer username and password
- Tap card again to complete process
- If you don't have your myCard, visit the IT Helpdesk to activate your account to print

centennialcollege.ca

CENTENNIAL COLLEGE

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ISSUED 2023-09-01

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Student of
Centennial College

COLTS

Printing from your laptop or other personal device?

- For black and white, double-sided printing only

- Log into the secure network CCWSECURE

- Login to **https://papercut.cencol.ca** with your Network ID and Password

- Select "**Web Print**"

- Click "**Submit a Job**"

- Click "**Upload Document**"

- Select "**Upload**" from computer or drag files inside the upload box

- Click "**Upload and Complete**"

- A status screen will appear and your print job will be queued for delivery.

- Go to the printer and tap your myCard or enter your Network ID and Password at any global printer in the college to release print jobs.

OTHER PRINTING TIPS:
Colour printing
Only available from desktop computers

- Click on "**Printer Properties**"

- Select "**Quality**" tab
  - ☐ Print text as black
  - ☐ Print in black and white

- Uncheck

Single-sided printing
Only available from desktop computers

- Click on "**Printer Properties**"

- Select "**Layout**" tab

- Choose "**Print on one side only**"

Impressions costs
Print, copy and scan fees are:

Paper size	Black and white single-sided cost	Black and white double-sided cost	Colour single-sided cost	Colour double-sided cost
8.5" X 11" (letter)	$ 0.07	$0.06/ Per side	$0.23	$0.22/ Per side
8.5" X 14" (legal)	$ 0.09	$0.08/ Per side	$0.25	$0.24/ Per side
11" X 17" (tabloid)	$ 0.14	$0.13/ Per side	$0.34	$0.33/ Per side

Reset your network password from a personal device

1. Navigate to **https://netid.cencol.ca**

2. Click "**Reset Password**"

3. Fill in your **student number** and captcha code

4. Select your **myCentennial** email and wait for the verification code

5. After verifying your email, you should be able to create a **new password**

For additional support, please contact your campus IT Helpdesk

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